



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
FORT MCPHERSON, GEORGIA 30330-6000

REPLY TO
ATTENTION OF
AFLG-PR

20 August 1999

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 99-35

1. This CIL contains information on the following subjects:

- a. Contracting Officer's Representative Training and
- b. Applying for Defense Acquisition University (DAU) Courses.

2. Contracting Officer's Representative Training.

a. The U.S. Army Logistics Management College (ALMC) Schedule for FY 00 Contracting Officer Representative (COR) Course is provided for your information and planning purposes only. The schedule includes several FORSCOM sites and their dates are as follows:

- Fort Riley, Class No. 201, 29 Nov - 3 Dec 99, Satellite Mode, 30 spaces available

- Fort Bragg, Class No. 202, 29 Nov - 3 Dec 99, Satellite Mode, 30 spaces available

- Fort Hood, Class No 208, 24 - 28 Jan 00, Satellite Mode, 25 spaces available

- Fort Irwin, Class No. 209, 24 - 28 Jan 00, Satellite Mode, 30 spaces available
- Class No. 221, 31 Jul - 4 Aug 00, Satellite Mode, 30 spaces available

- Fort Stewart, Class No. 220, 31 Jul - 4 Aug 00, Satellite Mode, 30 spaces available

- Fort Polk, Class No. 222, 31 Jul - 4 Aug 00, Satellite Mode, 30 spaces available

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- Fort Campbell, Class No. 223, 31 Jul - 4 Aug 00, Satellite Mode, 30 spaces available

- Fort Lewis, Class No. 707, 14 - 18 Aug 00, On-Site, 30 spaces available

- Fort Drum, Class No. 224, 18 - 22 Sep 00, Satellite Mode, 30 spaces available

b. In addition the following Resident (Fort Lee) classes have been scheduled with the FORSCOM allocations:

- Class No. 001, 4 - 8 Oct 99, 3 spaces available
- Class No. 002, 1 - 5 Nov 99, 1 space available
- Class No. 003, 6 - 10 Dec 99, 3 spaces available
- Class No. 004, 3 - 7 Jan 00, 2 spaces available
- Class No. 005, 7 - 11 Feb 00, 2 spaces available
- Class No. 006, 6 - 10 Mar 00, 2 spaces available
- Class No. 007, 3 - 7 Apr 00, 2 spaces available
- Class No. 008, 1 - 5 May 00, 2 spaces available
- Class No. 009, 17 - 21 Jul 00, 2 spaces available

c. The Resident classes are on a first come basis, therefore submit DD Form 1556 to the FORSCOM Point of Contact, Ms. Lorrie Davis, DSN 367-6524, or commercial 404/464-6524.

d. If additional information needed contact Ms. Sandra Bruner, DSN 367-6296, or Commercial 404/464-6296.

3. Applying for Defense Acquisition University (DAU) Courses. Reference enclosed memo, AFLG-PR, 4 August 1999, SAB. This memo provides a brief summary of previous memos explaining the procedure for obtaining DAU courses for classes beginning in FY 00. Updated DAU schedules which will show the number of Army seats available will be provided as they are made available from

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RDAISA. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.



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Encl
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DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

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I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

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NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

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MEMORANDUM FOR ALL FORSCOM DOCS

SUBJECT: Applying for Defense Acquisition University (DAU)
Courses

1. There is still some confusion concerning the proper procedures to submit applications for DAU courses in FY 00. This memo will briefly recap some of the past correspondence concerning the subject. Members of the Army Acquisition Workforce (AAW) are now responsible for obtaining their own DAU courses beginning in FY 00. In order to do this, each member of the AAW must have an approved automated Individual Development Plan (IDP) and must submit their application through the ATRRS Internet Training Application System (AITAS).

a. Automated IDPs are required for **ALL** members of the AAW (military and civilian). The automated IDP can be established by accessing the following web address:

<https://rda.rdaisa.sarda.army.mil/idp/idpprod/idpstart.htm>

If a course is not listed on an approved IDP, it will be rejected.

b. Army personnel training applications for DAU FY 00 courses must be submitted through AITAS. Applications will not be accepted into AITAS until an automated IDP has been submitted. AITAS can be found on the internet at:

<https://www.atrrs.asmr.com/aitas>

When selecting courses, it is advisable to choose only those with seats reserved for the Army and courses that are not "on-site". These are courses brought to an installation or particular site and are reserved for those in that area. Once an individual is approved to attend a course, **ONLY** the supervisor can cancel the quota. Please remember, workload is


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not an acceptable reason to cancel a course so considerable thought and foresight must be utilized in planning for training. Under AITAS, individuals can also check on their status, update their profile, etc.

2. Again, professionals in the AAW are responsible for obtaining their own DAU courses. Entering data into the IDPs and AITAS is fairly straight forward. DAU schedules are emailed on a regular basis with current class dates and available seats. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@forscom.army.mil.



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